
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Delegated Examining Vacancy Announcement Number: #08-005

Opening Date: March 24, 2008

Closing Date: May 9, 2008

Position Title: SECRETARY (OA)

Pay Plan, Series, Grade: GS-0318-08

Promotion Potential: GS-10

Position Information: 1 vacancy; career/career-conditional position; full-time work schedule

Salary Range: \$43,557 - \$56,624 (includes 20.89% locality-based adjustment for the Washington-Baltimore area)

WHO CAN APPLY

This announcement is open to all U.S. citizens and ICTAP eligibles.

ORGANIZATION AND PLACE OF WORK

The position is located in the Office of the General Counsel (OGC) at the Defense Nuclear Facilities Safety Board (DNFSB). The incumbent will perform a wide range of secretarial and legal assistant duties for the OGC staff, including the General Counsel. The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense.

SUMMARY OF DUTIES

The incumbent carries out the full range of secretarial, administrative and legal support duties to the General Counsel and staff. Major duties include, but are not limited to, preparing, editing and reviewing a variety of legal and technical documents; transcribing dictation from public hearings using recording media; conducting legal research; verifying case citations, legal references, and proper legal formatting; scheduling meetings and conferences; planning travel itineraries; preparing travel authorizations and vouchers; working with databases, tracking and filing systems; and using the internet and other research tools to retrieve information.

MINIMUM QUALIFICATION REQUIREMENTS

1. You must have 1 year of *specialized experience* (equivalent to the grade 7 level in the Federal service) which may include: receiving visitors and screening telephone calls; scheduling appointments; maintaining individual and office calendars; editing and proofreading legal and non-legal reports, correspondence, and memoranda; typing a variety of documents, including legal documents, in final format; arranging for large meetings or conferences; arranging travel; performing timekeeping duties; organizing and maintaining file systems.
2. You must be able to type at least 40 words per minute. You must self-certify your typing speed with a statement on your resume/application.

QUALITY RANKING FACTORS

Candidates who meet the *Minimum Qualification Requirements* will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. **Knowledge of legal terminology, procedures, and correspondence styles used in preparing legal documents.** *(Describe how you gained the knowledge and how you use it to prepare legal documents; include relevant training and education.)*
2. **Knowledge of and skill in applying correct grammar, spelling, punctuation and proofreading techniques in typing, editing and reviewing written materials.** *(Describe how you gained the knowledge and apply the skill in typing, editing and reviewing written materials; include relevant training and education.)*
3. **Ability to communicate effectively both orally and in writing.** *(Provide examples of how you effectively interact with and communicate clear, organized facts, ideas and information to others; include relevant training and education.)*
4. **Skill using automated legal and legislative research applications (e.g., LEXIS/NEXIS, LEGISLATE, WESTLAW).** *(Describe the research applications used, the type of research performed, and the kind of information obtained; include relevant training and education.)*
5. **Skill using Microsoft software applications (e.g., Word, Excel, Access, PowerPoint) to locate, organize and present information.** *(Give examples of your experience using Microsoft applications; indicate the software application used and the type of work product(s) prepared. Include relevant training and education.)*

HOW YOU WILL BE EVALUATED

Applicants will be evaluated based on their relevant experience (public, private, paid, voluntary), education, training and awards as it relates to the position. All candidates who meet the Minimum Qualification Requirements will be evaluated by a panel of subject matter experts.

HOW TO APPLY FOR THIS JOB

Candidates must submit a resume, OF-612 (Optional Application for Federal Employment), or other appropriate written format. Regardless of the format chosen, your resume or application must contain the information described in WHAT YOUR RESUME OR APPLICATION MUST CONTAIN (see below). In addition, to the resume/OF-612, your application must include the following:

1. On separate sheets of paper, narrative responses to each of the Quality Ranking Factors;
2. **Current and Career Conditional Employees:** If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, to be considered under the merit staffing process, you must submit your most recent performance appraisal and a Notification of Personnel Action (SF-50) that reflects career or career-conditional tenure in the competitive service. If you do not submit the performance appraisal and SF-50, you will be considered under competitive procedures.

If you want to be considered under both merit staffing and competitive procedures, you must submit a separate application for each.

FAILURE TO PROVIDE ALL OF THE INFORMATION REQUESTED MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

All materials submitted with your application become the property of the U.S. Government and will not be returned.

WHAT YOUR RESUME OR APPLICATION MUST CONTAIN

JOB INFORMATION

- Vacancy announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (ZIP Code) and day/evening phone numbers (including area code)
- Social Security Number
- Country of citizenship (United States citizenship mandatory)
- Veterans' preference eligibility (see below)
- Reinstatement eligibility (Attach SF-50 as proof of your career or career-conditional status)
- Highest Federal civilian grade held (also give job series and dates held)

EDUCATION

- High School—Name, City and State (ZIP Code, if known); date of diploma or GED
- Colleges and Universities—Name(s), City and State (ZIP Code, if known); Major(s); type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number; indicate if we may contact your current supervisor
- Starting and ending dates (month/year)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related certificates and licenses (current only)
- Job-related skills (i.e., other languages, computer software/hardware, typing speed)
- Job-related honors, awards, special accomplishments

FILING YOUR APPLICATION

Mailed application materials must be postmarked by May 9, 2008, the closing date of the vacancy announcement. Applications received with postmarks after May 9, 2008, will not be considered. E-mailed and personally submitted application materials must be received by the closing date. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

WHERE TO SUBMIT YOUR APPLICATION

1. Mail or personally submit your completed application to:

Defense Nuclear Facilities Safety Board
Division of Human Resources
ATTN: Deborah Bisciegli
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

OR

2. E-mail your completed application (and other required documents) to: jobs@dnfsb.gov

For questions about this vacancy, contact:

Deborah Bisciegli
Phone: 202-694-7041
E-mail: debbieb@dnfsb.gov

OTHER INFORMATION

ICTAP Eligibles. If you are an Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection priority over other candidates for this position. In order to receive this special consideration, you must submit the following with your application: (1) your most recent performance appraisal (at least Fully Successful or equivalent); (2) a copy of your most recent SF-50, Notification of Personnel Action, noting the position, grade level, and duty location; and (3) proof of eligibility. Proof of eligibility may include a certificate of expected separation, a reduction-in-force notice, or other documentation that establishes your eligibility, as provided in 5 CFR 330.704.

To receive consideration for special priority selection, you must meet the well-qualified standards for the position. Well-qualified candidates must meet minimum qualifications, including selective factors, education, and experience requirements, and must score at least 85 (prior to veterans' preference being applied) on their application based on job-related rating criteria developed for the position. Additional information on ICTAP may be found at <http://www.opm.gov/ctap/index/asp>.

Veterans' Preference. If you are claiming veterans' preference under competitive procedures or you are applying for noncompetitive consideration under the VRA or disabled veterans' appointment programs, submit a copy of your military discharge certificate (DD 214) or other proof of eligibility. To be acceptable, the document must show Character of Service. If you are claiming 10-point veterans' preference, you must also submit an Application for 10-Point Preference (SF-15) and the specific documentation required on the reverse of the SF-15. You will be granted preference as appropriate based on the documents we receive. Additional information on veterans' preference can be found in the VetGuide at <http://www.opm.gov/veterans/html/vetguide.asp>.

Non-Competitive Appointment. You can apply for non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as authorized for persons who are severely disabled, certain veterans, and returned volunteers from the Peace Corps or VISTA, etc. Indicate the type of special appointment you are seeking on your application and follow all other instructions for applying shown in this announcement.

Relocation expenses will not be paid.

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Clearance. The selectee will occupy a Critical Sensitive position requiring a background investigation leading to the granting of a Top Secret security clearance. Applicants are required to obtain and maintain a Top Secret security clearance.

Prior to appointment, applicants are required to undergo screening for illegal drug use. After employment, individuals are subject to random drug testing.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law, as a condition of employment.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation.

DNFSB provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

The DNFSB is an Equal Employment Opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

For information about the DNFSB, visit our web site at www.dnfsb.gov